



THE GREETLAND ACADEMY

Medicine and Drug Administration Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	October 2025	Last reviewed by:	Helen Crowther
Last updated:	October 2025	Last updated by:	Helen Crowther
Next review due :	October 2026		

Overview

Where children have been prescribed medication by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures and has been updated to take account of guidance from DfE.

(Supporting pupils at school with medical conditions – December 2015)

Purpose

The purpose of this policy is:

1. To keep medication safe in school.
2. To maintain accurate records of medication stored in school.
3. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
4. To make safe provisions for the supervision and administration of medication in school time.
5. To ensure that staff are trained to administer specialised medication and that accurate records are kept.

Procedures for Parents

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication. **Parents must complete an authorisation form allowing the school to administer the medication (see appendix 1)** . Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

If at all possible, medicine should be given at home (less than four times per day), however if medicine is brought into school, it is the parents responsibility to ensure it is collected at the end of the school day. Staff will not give a non-prescribed medicine to a child.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. The school will not make changes to dosages on parental instructions.

Each item of medication must be delivered to the main school office, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage

- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

Procedures for School

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines; there is no legal duty which requires school staff to administer medication; this is a voluntary role.

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. They should therefore receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions, for example – the use of an epi-pen or training on asthma preventers and relievers.

Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication. Medication will be kept safely according to the instructions on its container.

In cases where a child requires longer term medication, such as an inhaler or epipen, permission can be given for the academic year. A medical care plan will be made for any child with more complex medical needs, which will detail the level of support needed and be monitored in collaboration with parents to ensure the best possible care for the child.

When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

Storage of Medication

Medication stored in school should:

- be in-date
- be clearly labelled
- be in the original container (except insulin which should be in a pen or pump)
- include instructions for administration, dosage and storage
- be stored safely in a cool dry, place out of direct sunlight (can be a refrigerator)
- be accessible to the child who needs them but not openly accessible to other children.

If stored in a locked cupboard, the child should be aware of who is the key holder (epipens, inhalers and

BM testing meters should NOT be locked away but easily accessible. In school, we have emergency asthma inhalers, with staff receiving up-to-date training on how to spot the signs of an asthma attack and what to do in the event of one happening.

Storage of Controlled Drugs

Controlled drugs should:

- be securely stored in a non-portable container
- be only accessible to named staff
- be easily accessible in an emergency
- the child should be monitored taking them
- keep an on-going record of any doses used and the amount of the drug held in school

Record Keeping

There is no legal requirement for schools to keep records of medicines administered and the staff involved but it is good practice to do so as records offer protection to staff and reduce anxieties. It also provides proof that staff have followed agreed procedures.

At Greetland Academy, we will record the following information regarding medicines that are administered to pupils (see appendix 2):

- What medication has been given
- Dosage given
- Time of administration
- Who administered medication
- Any side effects noted (if any)

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration, recording and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.



Appendix 1

Request to administer medicine in school

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	The Greetland Academy			
Name of pupil				
Date of birth	/	/		
Group/class/form/year group				
Medical condition or illness				
Medicine				
Name/type of medicine (as described on the container)				
Date dispensed	/	/		
Expiry date	/	/		
Agreed review date to be initiated by				
Dosage and method				
Timing				
Special precautions				
Are there any side effects that the school/setting needs to know about?				
Self administration				
Procedures to take in an emergency	.			
Contact Details				
Name and Relationship				
Daytime telephone no. (essential)				
Relationship to pupil				
Address				
I understand that I must deliver the medicine personally to				

I accept that this is a service that the school/setting is not obliged to undertake.

The above information is, to the best of my knowledge accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school setting immediately in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Date_____ Parent/Carer(s) Signature_____

Appendix 2

Record of medicine administered to a pupil



THE
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Child's Name	
Class	

Date	Time	Name of medicine	Dosage given	Any reactions	Administered by	Print name